

June 26, 2003

To: Supervisor Yvonne Brathwaite Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

**DEPARTMENT OF COMMUNITY AND SENIOR SERVICES MANAGEMENT
APPOINTMENT**

Consistent with the August 4, 1998 Board-approved policy on managerial salaries, we have reviewed and recommend Board approval of the Department of Community and Senior Services (CSS) attached request for the appointment of Ms. Cynthia Banks to the position of Chief Deputy Director, CSS (UC) at an annual salary of \$119,302 which is below the control point of R14 of the Salary Structure. Effective July 1, 2003, Ms. Bank's salary will be \$114,707 annually. The CSS requested salary reflects a 3.9 percent increase, and represents approximately 7% more in salary per month than the salary of her highest paid subordinate, the Assistant Director, CSS.

Ms. Banks is highly qualified with over 18 years of progressively responsible and executive experience with the Superior Court of California, County of Los Angeles. In her current position as the Director, Human Resources at the Superior Court, Ms. Banks is responsible for managing the direct recruitment, classification, employee relations, payroll and workers' compensation and benefits functions for a workforce of more than 5,500 employees; the preparation, planning and implementation of the budget; analyzing and interpreting the impact of new legislation on the Court's Human Resources; assessing the department for future enhancements and strategic planning. Ms. Banks currently supervises 65 employees, including the managers for labor relations.

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In addition, Ms. Banks involvement and responsibilities with many civic activities have provided her a rich community perspective directly transferable to addressing the community needs of CSS.

Based on this information, we recommend that the Department's request be approved. In accordance with the policy on managerial salaries, please advise this office if you would like this request placed on the upcoming agenda for Board action. Unless otherwise instructed by July 10, 2003, we will authorize CSS to proceed with this appointment.

Please contact me if you have any questions, or your staff may contact David Seidenfeld at (213) 974-1457.

DEJ:DL
KH: DS:kd

Attachment

c: Executive Officer, Board of Supervisors
County Counsel
Director, Department of Community and Senior Services